

STATE PROCUREMENT OFFICE
NOTICE OF REQUEST FOR EXEMPTION
FROM HRS CHAPTER 103D

16 JUN -3 A11 :26

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

TO: Chief Procurement Officer

FROM: Department of Land and Natural Resources, Commission on Water Resource
Name of Requesting Department

Pursuant to HRS § 103D-102(b)(4) and HAR chapter 3-120, the Department requests a procurement exemption for the following:

1. Describe the goods and/or services:

This project is to complete the update of the Water Resource Protection Plan (WRPP). The majority of the work (78%) has been completed by the original contractor, including all research, data gathering and analyses. The only tasks left under task 3 of the original contract are: 1) completing the draft WRPP Update document; 2) a final briefing of the Commission on Water Resource Management prior to release of the draft WRPP Update document for public review; and 3) assisting staff in compiling, responding and incorporating comments recieved from public hearings. The original contract and supplement are attached for reference.

2. Vendor/Contractor/Service Provider

Townscape, Inc.

3. Amount of Request:

\$ 55,500

4. Term of Contract From: 1-Aug-16

To: ~~1 Aug-17~~
7/31/17
DA 6/2/16

5. Prior SPO-007, Procurement Exemption (PE): None

6. Explain in detail, why it is not practicable or not advantageous for the department to procure by competitive means:

Based on tasks completed in the original cotract, the contractor identified above is the most qualified to complete the project. In terms of time and funding, it would be most advantageous to the Department to continue working with the same contractor to complete this project. Bringing a new contractor on board would add to the cost and scope as the new contractor would have to come up to speed on all the work that was done over the 2.5 year term of the contract that expired despite the best efforts of staff and the contractor to complete the project within the original contract terms. Therefore, it would be dificult to transfer to this work to a new contractor for a cost that is within the budget originally allocated. The original contractor desires to complete this project, and is willing to do so within the \$55,500 amount that is equivalent to the remaining balance of the original contract amount. Attached is the datamart FAMIS record of the billing history of the original contract. (Please note that an invoice for \$5,000 or work done prior to the contract expiration date is being processed and was not yet posted on FAMIS; this explains the discrepancy in the FAMIS report showing a \$60,500 balance.)

7. Explain in detail, the process that will be or was utilized in selecting the vendor/contractor/service provider:

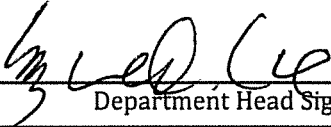
For the original project, which this contract is intended to complete, the contractor was selected through their qualifications as environmental planning experts through the professional services method of procurement. To complete the project, CWRM will procure the original contractor as they have completed 78% of the project, have worked extensively with staff on the task items, and the only work remaining is related to report writing. The Department is seeking this exemption in order to expeditiously rehire the original contractor to complete the remaining tasks.

8. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required).

*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	e-mail address
Lenore Ohye	Commission on Water Resource Management	587-0220	lenore.n.ohye@hawaii.gov

*All requirements/approvals and internal controls for this expenditure is the responsibility of the department.
I certify that the information provided above is, to the best of my knowledge, true and correct.*



Department Head Signature

6/1/16

Date

For Chief Procurement Officer Use Only

6/3/2016

Date Notice Posted: _____

Inquiries about this request shall be directed to the contact named in No. 8. Submit written objection to this notice to issue an exempt contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period from 8/1/2016 to 7/31/2017 and is based on the department's representation that it is not practicable or advantageous for DLNR to procure by competitive means and that Townscape, as the incumbent, has the specialized knowledge, skills, expertise, and familiarity to complete the Water Resource Protection Plan. This approval is for the solicitation process only, HRS Section 103D-310(c) and HAR Section 3-122-112 shall apply (i.e. vendor is required to provide proof of compliance and may use the Hawaii Compliance Express) and the award is required to be posted on the Awards Reporting System. Copies of the compliance certificate and the awards posting are required to be documented in the procurement/contract file.

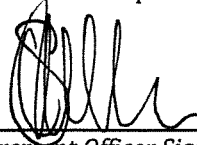
If there are any questions, please contact Bonnie Kahakui at 587-4702 or bonnie.a.kahakui@hawaii.gov.



Approved

☐ Disapproved

☐ No Action Required



Chief Procurement Officer Signature

6/1/16

Date